

IEP Tidal Wetland Monitoring PWT Groundrules

The Tidal Wetland PWT will be an interagency technical workgroup. We will not be discussing the political issues surrounding wetland restoration in the Delta, including questions of whether we should be restoring wetlands, how many, and how fast. The team will focus on developing a science-based plan for monitoring fish and foodweb resources in restored tidal wetlands.

The team chair will schedule meetings, prepare an agenda, facilitate meetings, keep meeting notes, and distribute meeting notes and items of interest to team members.

During meetings, the meeting chair will introduce each topic, open the topic for discussion, ensure compliance with the groundrules, keep the discussion on track, and assist in building consensus among team members. Chair may redirect the discussion if it is off-subject, inconcise, or repetitious. Chair may participate in the technical discussion. Chair may call for a meeting break or the end of a meeting at any time.

Chair will distribute draft meeting notes within two weeks after each meeting. Team members will review the notes for accuracy and submit any suggested changes to the chair within two weeks of receipt of the notes.

Meeting time will be used wisely. Meetings will start and end at the scheduled times.

Meeting agendas will be discussed at the beginning of each meeting. Any proposed changes to the agenda will be discussed at that time. The agenda will be followed as closely as possible. If items of interest outside of the scheduled agenda are raised during the meeting, discussion will be deferred to future meetings.

Each team member brings value, talent, skills, and resources to the team, and is responsible for the success of the meetings and the team's progress. Team members are equal colleagues; job titles, agency affiliations and rank are left at the door. One member or a small group of members will not dominate discussions.

Team members will support the meeting's objectives by keeping the discussion focused on relevant topics. Members will participate as fully and openly as possible, focusing on team goals and avoiding sidetracking.

Team members will treat each other and each other's views with respect. New ideas will be encouraged. New information will be sought. All relevant information will be shared. Members will be supportive and open-minded, not judgmental of other member's views. Discussions will be proactive and constructive.

One person will speak at a time and other team members will listen with the commitment to understand the speaker's message. Team members will request clarification if they do not understand what is said. There will be no side conversations. Speakers will not be interrupted. Each member will express his or her own views rather than speaking for others at the table.

Team members will consistently test assumptions, strive to bridge gaps in understanding, seek creative resolution of differences, and commit to the goal of achieving consensus on topics under discussion.

Agreements to conduct work for the team will be fulfilled. The inability to complete agreements will be communicated immediately during a meeting if the assignment cannot be completed in the needed time frame. If agreements cannot be fulfilled due to other time commitments following a meeting, the team chair will be notified. Team members will come to meetings prepared with the information and materials agreed upon. Meeting preparation will include reviewing meeting notes, technical information, and draft documents distributed in advance of each meeting.

The consensus approach will be used in developing recommendations. Team recommendations will be based on discussions, and will be consistent with the team's mission and objectives. Decisions will be made on a technical basis.